

## **LOUISIANA NATIONAL GUARD HUMAN RESOURCES OFFICE**

### **Air Active Guard Reserve (AGR) Vacancy**

ANNOUNCEMENT NO: LA 1554352-A

OPENING DATE: 12 November 2015

CLOSING DATE: 2 December 2015

UMDA POSITION TITLE: Materials Handler

UMDA MAX AUTH GRADE: SSG/E5

DUTY AFSC: 2S051

**AREA OF CONSIDERATION:** Current enlisted AGR in the Louisiana Air National Guard

#### **OCCUPATIONAL REQUIREMENTS:**

Incumbent is subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military aircraft or commercial aircraft for TDY purposes. Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required.

#### **QUALIFICATION REQUIREMENTS:**

- Compatible AFSC 2SXXX
- Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.
- Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES (KSA) REQUIRED FOR THIS POSITION:**

1. Knowledge in the proper techniques of receiving, inspecting, issuing, storing and handling Electrostatic Sensitive Devices (ESD) assets.
2. Knowledge of warehouse operations and layout, inventory procedures, documentation procedures associated with preparing discrepancy and damage reports, processes involved with stock/item identification, binning, stocking, and tagging of warehouse items/equipment in accordance with Air Force and local procedures.
3. Knowledge of managing the Precious Metals Recovery Program in accordance with Air Force procedures.
4. Ability to operate a 6K forklift.

5. Ability to safely lift up to 40 pounds unassisted.

**SUMMARY OF DUTIES:**

-- Receives and processes notice to stock parts and equipment. Assures incoming materiel matches that of the accompanying documentation. Examines materiel for shortages, overages and obvious damage and coordinates any discrepancies with the Cargo Movement Element.

-- Stores all in-warehouse supply and equipment items. Provides secure storage and handling of classified and sensitive items. Provides proper storage and handling of Electrostatic Discharge Items (ESD) in accordance with applicable technical orders and publications. Determines within the general warehousing plan how to arrange stock within the storage area. Stores items for convenience of handling and ease of movement. Assures stored items are protected from damage, deterioration, and pilferage. Schedules and maintains an aggressive surveillance inspection program for items in central storage to assure that all assets are ready for issue. Takes necessary action to control deterioration and/or corrosion of items in storage.

-- Conducts periodic validation of warehouse locations. Responsible for the inventory and proper accounting of all in-warehouse assets. Performs special inventories as required.

-- Selects items to be issued and/or shipped and transfers them to the Cargo Movement Element for subsequent delivery/shipment. Issues oldest items first when dated item control applies. Assures items requiring special handling (i.e., classified) are receipted for by authorized individuals.

-- Inspects all classes of property for which the USPFO Accountable Officer has responsibility and/or accountability, including small arms, aircraft parts and components; motor vehicle parts; building and construction materials; special equipment; gasses, chemical, and wood products; packaged petroleum products; machines and communication equipment. Determines that materials are properly identified as to condition, identity, security, classification. Uses a variety of measuring devices, conversion charts to determine moisture factors on lumber and classification factors/special markings on gasses, chemicals and metals. Refers to contract specifications, technical orders, manufacturers' catalogs, stock lists, FEDLOG, and other available guides in identifying material (inspects for deterioration and corrosion of all stocked items and initiates/recommends necessary action). Prepares reports for damaged or deficient condition. Prepares written replies for higher headquarters tasking.

-- Monitors material suspect program to eliminate possible hazards or substandard material. Monitors petroleum/chemical materiel by regularly checking and inspecting all petroleum and chemical products stored to ensure test dates are within prescribed time frames. Coordinates with responsible agency by telephone, message, or correspondence to determine the serviceability of assets. Ensures all shelf life items are inspected quarterly for serviceability. Coordinates with base Medical Group's Bioenvironmental Health Technician on all hazardous items to ensure all items are identified on the item record. Monitors functional check program by coordinating inputs and routing items to the maintenance/supply liaison to ensure all functional check assets are ready for issue. Identifies and controls required Technical Order Compliance (TCTO), inventory, code and tags material in accordance with TCTO furnished by Maintenance Quality Assurance (QA). Endorses letter back to QA upon completion.

-- Identifies incomplete items. Assigns applicable condition code, affixes tag, initiates requests for component items to restore to serviceable condition. Follows established guidelines in assignment of demilitarization codes for disposal items. Monitors demilitarization, required documentation, and transfer of items to disposal. Downgrades low dollar value property to scrap, prepares documentation and transfers to Cargo Movement Element for disposal for lot processing. Requests special inventory for items found on base.

- Manages the Precious Metals Recovery Program (PRMP).
- Assists in formulating policies and procedures to ensure proper management, security, and control of all supplies and equipment in storage. Ensures procedures are written that direct a resource protection survey be accomplished on designated controlled areas within prescribed time frames.
- Manages unserviceable holding area. Ensures disposition is received in a timely manner. Monitors Material Deficiency Reports (MDR) and Quality Deficiency Reports (QDR) pending disposition. Process turn-ins and Coordinates with Quality Assurance for disposition instructions.
- Trains all supply personnel requiring an inspector's stamp or those performing inspector duties, by signature. Some training may be accomplished during drill status.
- Assists in providing bench stock support to customer organizations.
- Performs other duties as assigned.

### **EVALUATION PROCESS:**

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

### **APPLICATION PROCEDURES:**

- NGB Form 34-1 (**clearly print your e-mail address on top of form and/or include in resume**)
- AGR LA Form 690-171-3
- Resume and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
- Two full length photographs (snapshots acceptable)
  - (1) one in service dress
  - (2) one in light blue shirt/blouse long or short sleeves.
- Copy of latest Report on Individual Person, (Records Review Rip).
- Copy of latest Point Credit Summary.
- Copy of all DD Form 214/NGB Form 22
- \* Copy of latest Periodic Health Assessment (PHA) date within 1 year.
- \* Applicants indicating education above the high school level must attach appropriate documentation. Education includes Trade/Business schools, military service schools, and extension/correspondence courses successfully completed.
- **\* Not needed by current AGR members of Louisiana National Guard**

**LOCATION: 159<sup>TH</sup> FW, NAS-JRB, BELLE CHASSE, LA**

**This position is located in the Air National Guard, Mission Support Group, Logistics Readiness Squadron. The primary purpose of the position is to perform warehouse inspection, storage, and inventory of a wide variety of supply and equipment items, classified and sensitive items,**

War Consumables Distribution Objective (WCDO) items; selecting items to be issued, shipped, or transferred; conducting warehouse validations and inventories; maintaining central locator functions; performing warehouse inspection functions (i.e., shelf life, functional checks); and managing the staging area for delivery of items.

**TECHNICIAN ANNOUNCEMENT:** This position is also being advertised under Technician Vacancy Announcement LA 1554352-T which is open until 2 December 2015. Personnel desiring to apply for the Technician Position must do so under Technician Vacancy Announcement.

**\*\*\*LOUISIANA NATIONAL GUARD MEMBERS** – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336\*\*\*

### **How to Apply**

Application packets must be received at: Gillis Long Center, ATTN: NGLA-JPM-HA, TSgt Cassie L. Ellis, 5445 Point Claire Rd, Carville, LA 70721 or scanned to: cassie.l.ellis.mil@mail.mil in a PDF file, NLT close of business (1600 hrs) on closing date. **Confirmation of receipt of application is the responsibility of the applicant.** POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.